



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD | RELEASE DATE: | Monday, November 16, 2009 |
| POSITION TITLE: | CEA I - Legislation and Public Affairs Division | FINAL FILING DATE: | Tuesday, December 1, 2009 <i>or until filled</i> |
| CEA LEVEL: | CEA 1 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 6,173.00 - \$ 7,838.00 / Month | BULLETIN ID: | 11122009_4 |

POSITION DESCRIPTION

Under the general direction of the Executive Officer, the CEA I serves as a member of the executive management team. The CEA I plans, manages and directs the work of the department's Legislation and Public Affairs Division. The CEA I will serve as the principal consultant, policy advisor and technical expert on legislative issues to the three-member Board, the Executive Officer (EO), the Chief Deputy Executive Officer, and the Deputy Executive Officers. The CEA I represents the department before the Governor's Office, State & Consumer Services Agency, the Legislature, legislative committees and their consultants, individual legislators, legislative advocates, the Attorney General's Office, the Department of Finance, other state agencies, local government and major public interest groups. The CEA I is also responsible for oversight of the department's communication and outreach efforts, policy development, media contacts, ongoing strategic planning efforts and training.

This position has a crucial consequence of error due to the high visibility, level of decision-making, and formulation of policies that govern the department. In addition, the incumbent in this position serves as a key advisor to the EO. Decisions made or policies developed may have a crucial impact on other units, the public, attorneys, providers, law enforcement, the courts and other external stakeholders.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience in working with the state legislative process including preparing and presenting testimony, preparing legislative proposals and obtaining authors, lobbying for and negotiating changes to legislative measures that would affect the organization and its mission, and developing legislative analyses.
- Experience in identifying critical legislative policy issues and the potential impact on the department's and/or agency's programs.
- Experience at the managerial level in public administration, personnel management, leadership and supervision which demonstrates the ability to manage, mentor and motivate subordinate support, professional and supervisory/managerial staff.
- Experience in stimulating interest in the agency's programs and securing cooperation of diverse groups in carrying out the programs' objectives.
- Experience preparing and disseminating outreach information to the news media and other public groups for the purpose of educating and informing the public of the activities and objectives of a statewide organization or program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA I - Legislation and Public Affairs Division**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application screening based on the minimum, general and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length, size 12 font.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, HUMAN RESOURCES
DIVISION
PO BOX 48, SACRAMENTO, CA 95812-0048
LISA HODGES | 916-491-3807 | lisa.hodges@vcgcb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>